Bulletin Number	17740BR
Type of Recruitment	Open Competitive Job Opportunity
Department	Human Resources Countywide Exams
Position Title	STUDENT WORKER, INFORMATION TECHNOLOGY
Exam Number	R2481C
Filing Type	Open Continuous
Filing Start Date	04/19/2013
Salary Type	Hourly
Salary Minimum	15.64
Salary Maximum	15.64
Position/Program Information	Receives on-the-job training and practical experience to develop job skills related to information systems technology while enrolled as a student in an accredited four-year or community college studying Computer Sciences, Information Technology, or related field. Positions allocable to this class work on a part-time hourly basis in the Information Technology operations of a department under the close supervision of IT technical or professional personnel, and perform IT related duties 100% of the time. Student Worker, Information Technology, is distinguished from Student Professional Worker, Information Technology by the latter's advanced educational training. Incumbents are engaged in performing a variety of basic information technology tasks. Assignments are commensurate with the incumbent's educational attainment and demonstrated abilities. Incumbents must demonstrate knowledge or an aptitude for computer programming, information systems analysis, or network or technical support, or a related field, and have the ability to analyze and interpret data following detailed written and oral instructions. Incumbents must be able to transport, lift, move, and install computer hardware and software on a routine basis.

Essential Job Functions	Performs a variety of basic information technology tasks, including installing and configuring desktop software products and hardware such as personal computers, printers, and modems.

Participates in the analysis, design, evaluation, testing, and implementation of computer systems.

Provides customer service through help desk support and interacts directly with network users.

Conducts hardware and software inventories.

Assists in performing programming tasks such as program design, program coding, and testing.

Assists in making simple modifications to web page contents.

Assists in preparing operating documentation.

Assists in conducting training sessions for staff on either a one-to-one basis, or in a group setting.

Assist users in identifying and resolving network, software, and hardware problems.

Assists in ad hoc report development.

Requirements

MINIMUM REQUIREMENTS:

Current enrollment in an accredited college or community college with specialization in the Computer Sciences, Information Technology, or a related field.

Physical Class

Physical Class III – Moderate: Includes standing or walking most of the time, with bending, stooping, squatting, twisting, and reaching; includes working on irregular surfaces, occasionally lifting objects weighting over 25 pounds, and frequent lifting of 10-25 pounds.

License(s) Required

A valid California Class C Driver License or the ability to use an alternative method of transportation when needed to carry out job-related essential functions.

Special Requirement Information	AGE: At least 16 years of age. Applicants under 18 years of age must present a work permit before starting work.
	Applicants must attach proof of age e.g., photocopy of birth certificate, California I.D. or California Driver License.
	Applicants must provide proof of current enrollment and academic specialty; i.e., Computer Science, Information Technology, or a related field. **(Copy of official transcripts or enrollment verification letter from Registrar's Office).**
	All required documents must be attached to the application at the time of filing.
	If hired, candidates must continue to be enrolled and attend school to maintain status in the position.
Accreditation Information	**Accreditation:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as <u>American Universities and Colleges</u> and <u>International Handbook of Universities</u> are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by <u>The National Association of Credential Evaluation Services</u> or the Association of International Credential Evaluators, Inc. (AICE).
Examination Content	This examination will consist of a Structured Interview weighted 100% to evaluate Communication Skills, Interpersonal Effectiveness, Self-Management, Analysis and Problem Solving, and Basic Knowledge of Information Technology.
	Candidates must achieve a passing score of 70% or higher on the interview in order to be placed on the eligible register.
Vacancy Information	The eligible register resulting from this examination will be used to fill vacancies throughout Los Angeles County as they occur.

Eligibility Information	Applications will be processed on an "as-received" basis and those earning a passing score will be promulgated to the eligible register accordingly.

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of 12 months following the date of promulgation.

NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY 12 MONTHS.

Available Shift	Day
Application and Filing Information	All applicants are required to submit a Standard County of Los Angeles Employment Application ONLINE (via electronic submission) ONLY . Facsimile and hard copy applications will not be accepted.

Note: If you are unable to attach the required document(s), you may email them to asim@hr.lacounty.gov and please be sure to indicate in subject line, Student Worker, Information Technology. Or please fax it to (213) 380-3681.

This examination is open on a continous basis and may close at any time as the needs of the services are met.

We must receive your application by 5:00 pm, PST, on the last day of filing.

INSTRUCTIONS FOR FILING ONLINE:

Apply online by clicking on the link above or below this bulletin that reads, Apply to Job so you can apply online and track the status of your application and get notified of your progress by email.

The acceptance of your application depends on whether you have CLEARLY shown that you meet the MINIMUM REQUIREMENTS. Please fill out the application completely and correctly to receive full credit for any job experience. For each job held, give the name and address of your employer, your job title, beginning and ending dates of employment, number of hours worked per week, salary earned, size of organization, number and composition of personnel supervised, scope of responsibilities, and functions managed. All information supplied by applicants is subject to verification. Applicants may be rejected at any stage of the selection process.

SOCIAL SECURITY NUMBER:
All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES: For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD: All applicants must file their application on-line using their OWN user ID and password. Using a family member of friend's user ID and password may erase a candidate's original application record.

County of Los Angeles Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit http://hr.lacounty.gov to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact Name

Exam Analyst

Department Contact Phone

213-738-2084

Department Contact Email

asim@hr.lacounty.gov

ADA Coordinator Phone

213-738-2057

Teletype Phone	800-899-4099
California Relay Services Phone	800-735-2922
Alternate TTY Phone	800-897-0077
Job Field	Student Workers
Job Type	All Others